

## AGRICULTURAL SPECIALIST

### Major Duties and Responsibilities

#### **Reporting/Analysis/Forecasting (40%)**

The provision of accurate, timely, and reliable commodity intelligence is a critical element to the overall FAS mission and can directly impact global prices for many commodities. The incumbent researches and prepares published reports for assigned commodities and sectors, in accordance with requirements set forth in the USDA/FAS reporting schedule. With guidance, researches, collects, tabulates and analyzes standard market information, trade statistics, and production, supply and demand data to support industry counseling, market development, capacity building, program planning, or other issues impacting agricultural trade. Uses and verifies published and unpublished data from working level to mid-level government and industry sources in the host country.

Under guidance, the incumbent prepares voluntary reports as necessary on subjects of importance to U.S. stakeholders including, but not limited to, agricultural production, competitor activities, potential U.S. trade growth opportunities, host government trade regulations, and other special current interest developments. The incumbent also analyzes items of interest, and reviews important agricultural news media, government announcements and publications pertaining to agriculture to maintain expertise of current developments and long-term trends in the host country and region, including economic and market situations. Drafts input material and collect data for use in speeches or presentations by USG leadership involving complex agricultural policy or other economic subjects. Identifies and translates relevant news items and regulatory documents for USDA, as necessary.

In addition, the incumbent independently studies and interprets information related to domestic production and consumption, supply and distribution, foreign trade and competition, price trends, long-range prospects for trade, and government policies and regulations in the host country. Monitors, analyzes and reports on changes in the host country's agricultural policies and determines impact on U.S. agricultural interests. Responsible for the maintenance of office records and data containing government regulations, website content, and operating FAS databases.

#### **Business Assistance/Networking (25%)**

This assignment requires the incumbent to develop and maintain professional relationships with technical and policy level government officials, farm and industry representatives, universities and research institutions to obtain relevant information and effectively communicate trade counseling, market intelligence, and business matchmaking U.S. agricultural stakeholders needed to develop productive business opportunities.

The incumbent identifies, develops, and maintains professional and social relationships and consultative contacts (working-to-mid level) to gain cooperation on substantive agricultural matters. Assists U.S. industry by providing information and advice on local importers and market conditions for products of interest, as well as marketing strategies, regulations, consumer preferences, distribution channels, business practices, cultural considerations and trade opportunities, among others. Provides input for briefings, speeches, informal remarks and presentations utilized by the Office of Agricultural Affairs (OAA) for internal and external audiences. The incumbent also delivers remarks/briefings to larger audiences, as needed. Ensures ongoing communication with industry and FAS/Washington through periodic outreach efforts, including reporting. Assists American agricultural stakeholders and USG officials by providing commodity and market information. Recommends appropriate travel itinerary, escorts official visitors, makes appointments, and handles logistical arrangements, as required. Coordinates visits by industry groups, as necessary.

Drives a government-owned vehicle.

### **Trade Policy (25%)**

This assignment requires knowledge of national trade and agricultural policies and food safety requirements, and general economic and political developments in the host country from the farm to consumer. Provides accurate, timely, and reliable trade policy intelligence that impacts country-wide U.S. agricultural trade interests. The incumbent provides policy guidance to the Head of Post and FAS/Washington, U.S. industry and USG (including other Embassy offices) on all issues related to assigned commodities and sectors. Incumbent analyzes proposed policy changes to determine the effect on U.S. agricultural trade.

Contributes to the development of the host country strategy and other planning activities. Provides background information for negotiations and bilateral discussions. Works with respective U.S. and host government agencies to resolve issues of non-compliance with host country import regulations and requirements. Upon identification of specific problems that are affecting trade, the incumbent prepares and provides recommendations of appropriate actions to the supervisor. Provides bilingual translation and interpreting services, as needed.

### **Market Development (10%)**

This assignment requires general understanding of agricultural markets to administer market development, risk mitigation, trade capacity building, and food security programs. To achieve accurate, timely and efficient market development program delivery, the incumbent identifies and evaluates existing and potential best prospect export commodities or markets for the purposes of planning trade promotion and capacity building initiatives, in alignment with FAS objectives. The incumbent also stays current with market developments in retail, the hotel, restaurant and institution sector (HRI), and the food processing sector. Reviews and advises U.S stakeholders in their market and capacity development plans. Implements and evaluates few planned projects and marketing events/activities. Ensures USG funds expenditures occur within the established guidelines from FAS/Washington and prepares activity evaluation reports.

Formulates and manages funds for the annual Country Strategy Support Fund (CSSF) and must exercise budgeting and fiscal control. Annual value for the CSSF budget, not to exceed \$30,000.

Plans, directs, and coordinates the work of contractors, interns, interpreters, and consultants during trade events and marketing and promotional activities, as needed.

**\*Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. The incumbent will be required to perform other duties as assigned by the agency.